



**State of Missouri  
2006 Governor's Award for Quality and Productivity  
Nomination Checklist**

**The Nomination Checklist is for your assistance to ensure that you have completed all parts of the nomination package. Do not include this checklist with nomination packet.**

- ☐ Ensure names of all team members have been included on your nomination. Once the nomination has been submitted no additional names can be added.
- ☐ Ensure all names are spelled correctly. (Verify spelling of all team members names)
- ☐ Complete the Executive Summary. Why this project is exceptional, why the citizens of Missouri should be proud of this team, and why the accomplishments are beyond regular responsibilities.
- ☐ Completed nomination form will be submitted electronically. Electronic forms can be downloaded at <http://www.training.oa.mo.gov/erp/2006nominationfm.doc> or type responses to all questions (reference each section and number clearly) and attach responses to an original or photocopy of the nomination form.
- ☐ Confirm point of contact and telephone number.
- ☐ Forward completed nomination packet to agency coordinator for verification.

For more information visit the web site or contact:

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<http://www.training.oa.mo.gov/recognition.htm>